

INSTRUCTIONS ON USE OF ATTORNEY LATE LINE (661-868-2656)

Calls must be received no later than 8:20 a.m. Any calls after 8:20 a.m. will not be picked up from the late line until the following business morning. If there is an emergency, or you will be late for an afternoon appearance, you or your staff may call the Judicial Secretary at 868-2608 for immediate assistance. The Judicial Secretary's number is not to be used as a daily call-in number if you do not make the 8:20 a.m. deadline.

The late line takes messages 24 hours a day, 7 days a week. If you know you will be late the next morning, you can call the late line the night prior to your scheduled appearance. The late line printout is distributed to all Judges and clerks by 8:30 a.m.

When leaving your message, please speak clearly into the phone stating, ***IN ORDER***:

- Your name;
- The name of your client (spellings are helpful if the name is not common);
- The case number;
- The Department (1-15), Division (A-K), or Court (JJC, Traffic, Shafter, Delano, Ridgecrest, Mojave, Lamont, Taft) where you will be late;
- Your estimated time of arrival (if you are delayed in another courtroom longer than you anticipated, you may ask the clerk or bailiff of the courtroom you are in to contact the courtroom in which you are expected);
- The reason why you will be late (i.e., you are in another department, illness or medical appointment, car trouble, traffic, etc).

Not providing all of the required information or leaving a message that cannot be understood by the judicial secretary could impact your ability to have your client's matter heard. For your convenience, see below for a sample of a late line call.

Sample Message

This is John Jones. I will be late for my client Mark Smith BM00001A in Div. K for jury trial. My estimated time of arrival in Div. K is 9:15 a.m. The reason I will be late is I have an appearance at 8:30 in Dept. 1.